

**United States District Court
Northern District of Indiana**

**Case Administrator
CL - 25**

Introduction:

Applications are now being accepted for a full-time, permanent Case Administrator position in the Office of the Clerk, U.S. District Court, Hammond Division. The incumbent possesses current knowledge of civil, criminal and appeals docketing; performs data quality review; checks incoming documents for conformity with federal and local rules; and provides docketing and clerical support.

Representative Duties:

Makes summary entries and assures the accuracy, timeliness, and quality of all documents and proceedings in CM/ECF (Case Management/Electronic Case Filing). Performs quality assurance checks on electronically-filed documents.

Scans and converts documents, as needed, into imaged files.

Opens cases upon receipt of initiating documents; closes cases upon receipt of terminating documents.

Prepares and transmits to appropriate parties such items as letters, notices, judgments and orders.

Assists in case management by ensuring that all entries are accurately filed in CM/ECF.

Provides assistance and advice on specific tasks and docketing procedures in civil and criminal cases.

Answers questions and assists users of CM/ECF.

Answers inquiries on case status.

Assists in correcting errors identified in CM/ECF.

Advises supervisors when repetitive errors are found.

Assists in developing, testing and revising procedures.

Assists with training on court operations.

Receives, reviews and files incoming documents to determine conformity with appropriate rules, practices and/or court requirements.

Routes paper documents to proper office/person after acceptance.

Collects appropriate fees.

Assures assignment of case number and randomly assigns cases to judges.

Prepares case file, when applicable.

Verifies attorneys' authority to practice before the court.

Processes the grand jury return.

Retrieves and transmits documents and files to and from the Federal Records Center.

Prepares files and documents along with the necessary paperwork for shipment of closed files to the Federal Reserve Center.

Opens and distributes mail.

Performs other duties as assigned.

Factor 1, Job Requirements:

High school graduate or equivalent and must have a minimum of two years of general experience. One to six years of specialized experience consisting of progressively responsible clerical or administrative experience which provided a knowledge of legal procedure and/or legal pleadings, such as might be found in a law office, in the Clerk's Office of a U.S. District Court, or in another court in the judicial system.

Knowledge – Broad knowledge of the documents required and used within the court unit, the sequence of their use, their content, and the rules of acceptability. Broad knowledge of the purpose and content of each document or event to summarize, make docket entries, and take the appropriate action. Broad knowledge of applicable procedural rules. Broad knowledge of computer applications in use. Broad knowledge of the functions and processes of the court.

Skills – Skill in verbal and written communications with a wide variety of people in different circumstances both inside and outside of the court. Skill in the use of multiple automated systems at one time with a high degree of accuracy.

Abilities – Analytical ability. Ability to communicate information accurately and in a timely manner from individuals within and outside the court unit.

Factor 2, Scope and Effect of Work:

The incumbent's advice and guidance to other case administrators and courtroom deputies affect the orderly flow of the docketing workload, and the efficiency, timeliness, accuracy and integrity of the Clerk's Office operations. While performing docketing duties, the incumbent maintains the official record of cases using the CM/ECF system. The incumbent ensures quality assurance of filings within CM/ECF. The record must be accurate, complete and timely so as not to jeopardize the ability of the Clerk's Office to perform its basic function, and thus the function of the court as well. Performance as a case administrator impacts the overall court and persons outside it. Incorrectly accepted or processed documents create scheduling and other problems. Failure to determine the proper priority of an action or to route the matter to the proper individual can result in serious problems for the court.

Factor 3, Complexity:

The broad knowledge required of a case administrator creates a complex understanding of docketing procedures, local rules, federal rules and office policies and procedures. Managing complex docketing issues and problems are an integral part of this position. The incumbent will receive a variety of documents both by paper and electronically. The incumbent must interpret and summarize documents and make timely and accurate entries on the docket. Continuous tracking of cases, including the relationships of case events and their status, is required. Interruptions for questions from the court, staff and the public necessitates a high level of concentration to avoid errors and complete work in a timely manner.

Factor 4, Work Parameters:

Rules and procedures are established. The incumbent must exercise discretion in carrying out assigned responsibilities and plan work to be accomplished. The incumbent must also exercise discretion when contacting chambers, other court staff and parties and in determining whether submitted materials meet court requirements.

Factor 5, Personal Interactions:

On a daily basis works closely with other staff in the Clerk's Office. Also works with chambers and other court staff, members of the bar and their employees, the U.S. Marshal Service, U.S. Attorney's office and the Federal Community Defender's office.

Factor 6, Environmental Demands:

Work is normally performed in an office setting at the assigned work location. Travel to the other court sites may be required. Physical effort may be involved in moving court records.

Application:

Submit resume and cover letter to: Personnel Specialist
Room 304 Robert A. Grant Courthouse
204 South Main Street
South Bend, IN 46601

Applications will be accepted through close of business Friday, March 9, 2007.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

Salary:

The salary range is a CL 25 on Table 53: Chicago-Naperville-Michigan City, IL-IN-WI. The starting salary is \$37,813 through \$47,284, depending on qualifications.

Conditions of Employment:

Only qualified applicants will be considered for this position. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Employees must be United States citizens or eligible to work in the United States. The Court requires employees to adhere to a Code of Conduct which is available to applicants to review upon request. Employees of the United States District Court are **excepted service appointments**. Excepted service appointments are at will and can be terminated with or without cause by the court. Employees of the United States Courts are NOT included in the government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. The Federal Financial Management Reform Act requires direct deposit of federal wages.

All new employees are subject to a background check or investigation which includes an FBI fingerprint check and National Crime Information Center Check (NCIC), and retention depends upon a favorable suitability determination.

Benefits:

This position is covered by the Court Personnel System. A generous benefits package is available and includes:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in the choice of Supplemental Dental and Vision Insurance
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Optional participation in private long-term disability plan
- Credit for prior government service

Due to the expected high volume of applicants for this position, contact will only be made with those qualified applicants who will be invited for an interview.

*THE UNITED STATES COURTS FOR THE NORTHERN DISTRICT OF INDIANA
IS AN EQUAL OPPORTUNITY EMPLOYER*